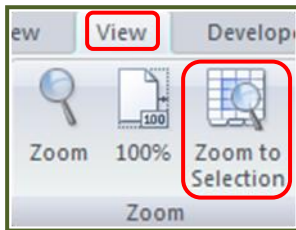


PC Tip of the Week: Zoom to Selection in Excel 2007

When you have a specific range of cells you want to see more closely—or to focus on as you share with others during a presentation—try the **Zoom to Selection** button.

- (1) Select a range of cells on an Excel worksheet.
- (2) Click the **View** tab > **Zoom to Selection** button.



Excel automatically sets the zoom percentage to maximize the view of the selected cells; the more cells selected, the smaller the zoom percentage.

- (3) Undo *Zoom to Selection* by clicking the **View** tab > **100%** button.

Computer Term of the Week

netscuse: slang term that describes using general Internet or ISP outages as an excuse for not completing a task.

Keyboard Shortcut of the Week

Ctrl + A selects an entire worksheet OR selects current range when a single cell is first selected in that range.